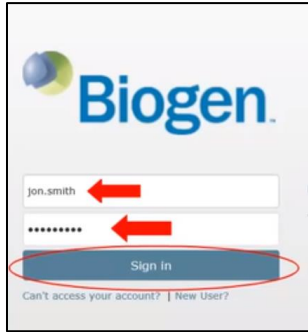
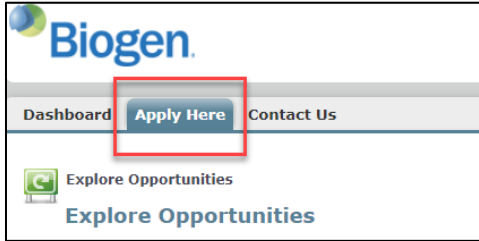
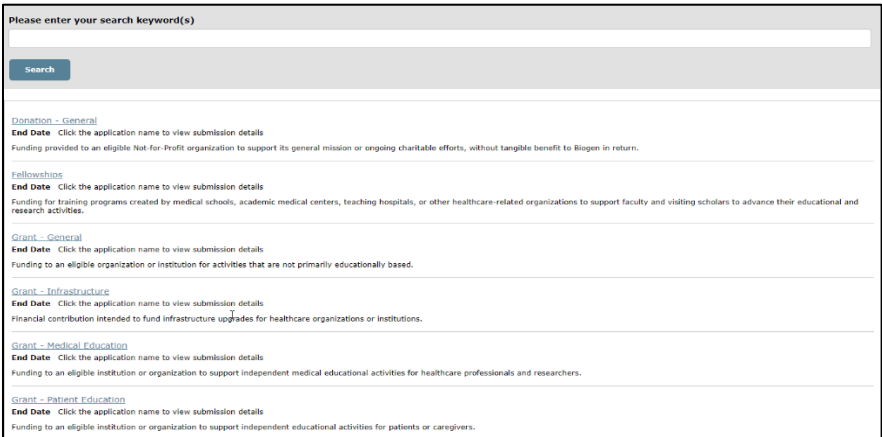


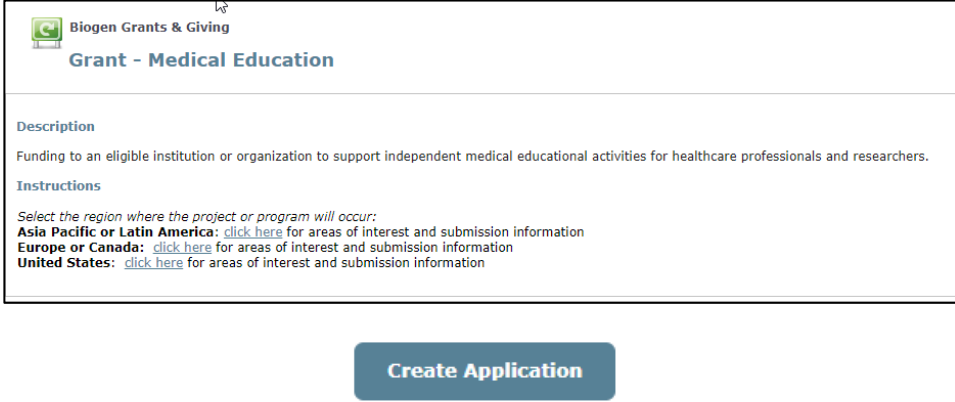
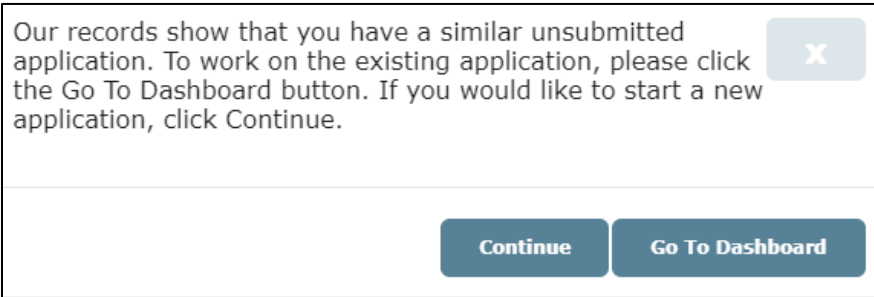
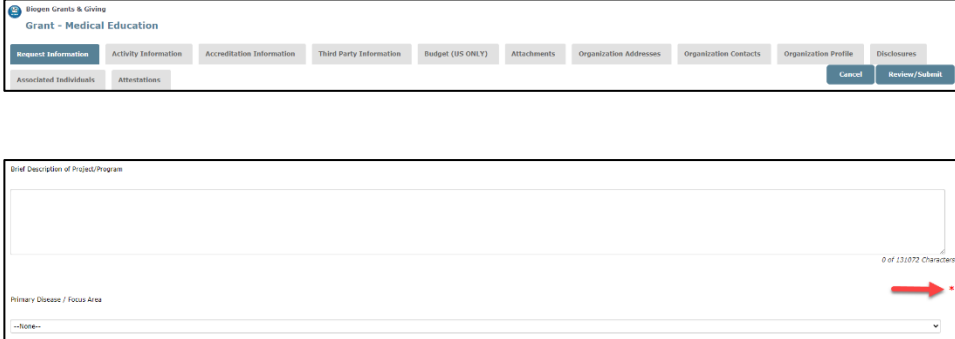
## How to Submit an Application in the Global Grants and Giving Portal

### Purpose

This document illustrates the process of submitting an application in the Global Grants and Giving Portal.

### Process Steps

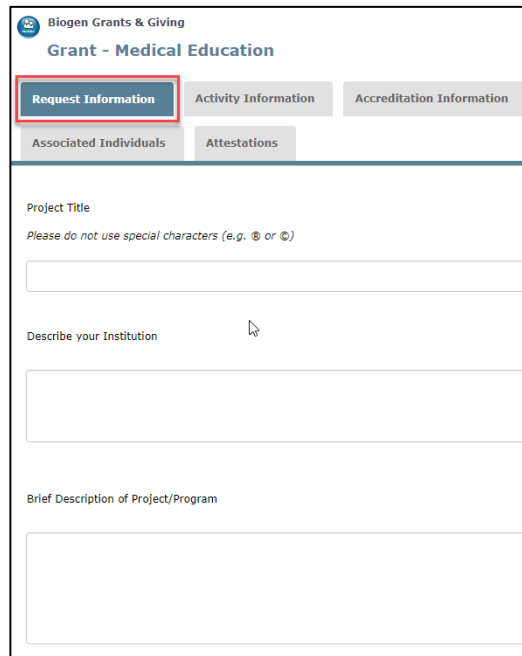
Process Step	Screenshot
<p>1. Sign into the Global Grants and Giving Portal by entering your username and password and clicking 'Sign in'</p>	
<p>2. Select 'Apply Here' at the top of the page</p>	
<p>3. Search for the appropriate application type from the list of opportunities</p> <p>4. Click the application hyperlink</p> <p><b>Note:</b> For the best user experience, it is suggested that applicants utilize Google Chrome as the web browser when accessing the portal.</p>	

<p>5. Review the description and instructions of the application type</p> <p>6. Click <b>'Create Application'</b></p> <p><b>Note:</b> Some applications have open submission periods by region. If the submission window is closed, you will be able to create the application in draft, but will not be able to submit the application until the application period is open.</p>	
<p>7. The system may indicate a warning after you click <b>'Create Application'</b></p> <p>a. Click <b>'Continue'</b> to advance to create an application</p> <p>b. Click <b>'Go To Dashboard'</b> to go to the previous screen</p>	
<p>8. Complete all tabs within the application</p> <p><b>Notes:</b> All fields with a red asterisk are required and must be completed prior to submitting your application.</p> <p>Any field with a question mark symbol indicates help text. Hover over the question mark to view the help text.</p>	

9. Complete the **Request Information** tab
10. Once you have completed all fields on the tab, scroll to the bottom and select either **'Save'** or **'Save & Next'**

- a. **'Save'** will keep you on the current page and save the application as a draft, allowing you to return to the application later
- b. **'Save & Next'** will save the application and advance you to the next tab

**Note:** This information in this tab is specific to the project or program



Biogen Grants & Giving  
Grant - Medical Education

Request Information | Activity Information | Accreditation Information

Associated Individuals | Attestations

Project Title  
*Please do not use special characters (e.g., @ or ©)*

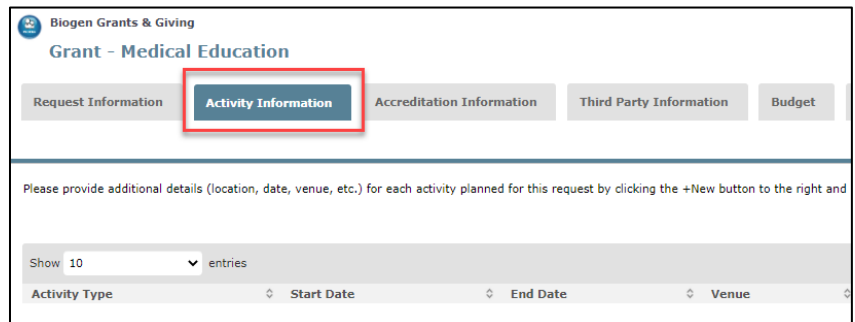
Describe your Institution

Brief Description of Project/Program

Save | Save & Next | Cancel

11. Complete the **Activity Information** tab
12. Follow instructions under the tab header to enter details for each activity included in the project or program
13. Click **'Save'** for each activity entered
14. Manually click to the next tab

**Note:** Complete for medical and patient education grants



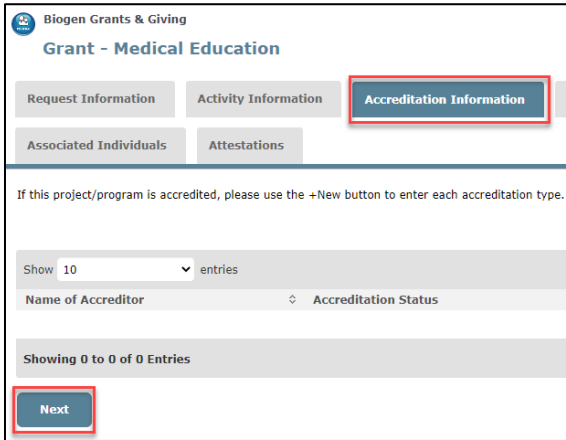
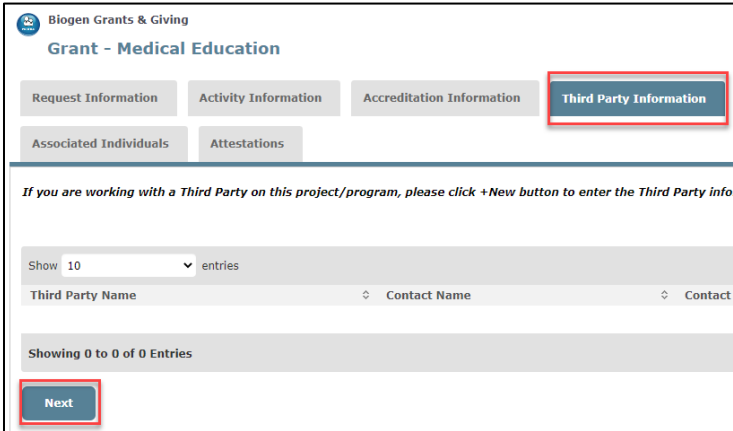
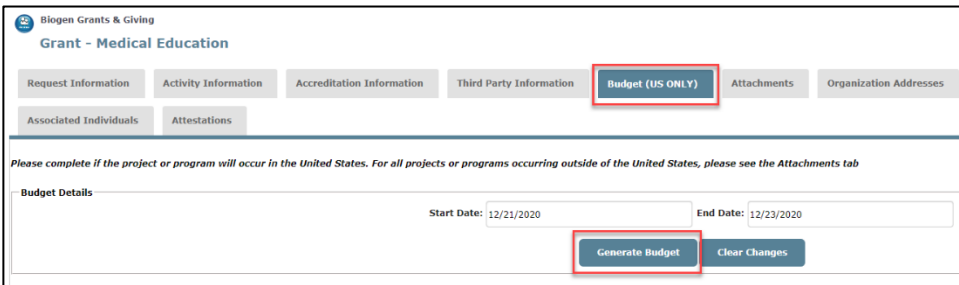
Biogen Grants & Giving  
Grant - Medical Education

Request Information | Activity Information | Accreditation Information | Third Party Information | Budget

Please provide additional details (location, date, venue, etc.) for each activity planned for this request by clicking the +New button to the right and

Show 10 entries

Activity Type	Start Date	End Date	Venue
---------------	------------	----------	-------

<p>15. Complete the <b>Accreditation Information</b> tab</p> <p>16. Follow instructions under the tab header to enter details</p> <p>17. Click <b>'Next'</b> to go to the next tab</p> <p><b>Note:</b> Required for accredited medical education grants</p>	
<p>18. Complete the <b>Third Party Information</b> tab</p> <p>19. Follow the instructions under the tab header to enter details</p> <p>20. Click <b>'Next'</b> to go to the next tab</p> <p><b>Note:</b> Complete this information if you are working with a third party, such as an education partner or logistics provider</p>	
<p>21. Complete the <b>Budget</b> tab</p> <p>22. The project/program start date automatically populates with the dates entered in the Request Information tab. Update if necessary.</p> <p>23. Click <b>'Generate Budget'</b></p>	

24. Enter budget amount for each line item
25. Enter a description for each budget expense in the Budget Detail column
26. Click **'Save'** and then scroll up to advance yourself to the next tab

**Note:** Complete for medical education and patient education grants. The budget should reflect the total project/program budget.

Budget			
Parent Category	Category	2020	Total Budget Detail
Program Management Fees	Project Management	0	\$0.00
Program Management Fees	Content Development	0	\$0.00
Program Management Fees	Editorial Review	0	\$0.00
Program Management Fees	Faculty Recruitment/Training	0	\$0.00
Program Management Fees	Website Development/Programming	0	\$0.00
Program Management Fees	Logistics Management	0	\$0.00
Program Management Fees	Onsite Meeting Management	0	\$0.00
Program Management Fees	Audience Recruitment	0	\$0.00
Program Management Fees	Other	0	\$0.00
Accredited Provider Fees	Accreditation	0	\$0.00
Accredited Provider Fees	Certificate Fees	0	\$0.00
Accredited Provider Fees	Other	0	\$0.00

Save
Clear Changes

27. Complete the **Attachments** tab
28. Click **'Save'** or **'Save & Next'**

**Clear Changes** will remove any uploaded attachments

**Notes:** Make sure to click **'Upload'** after choosing your file

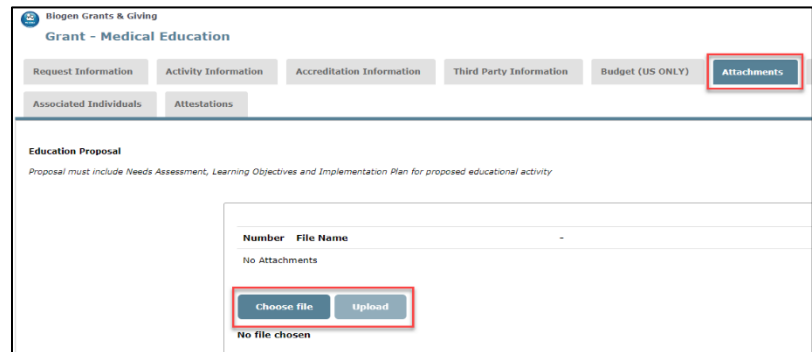
Mandatory attachments, noted with a red asterisk, are as follows:

**Medical Education:** Education Proposal

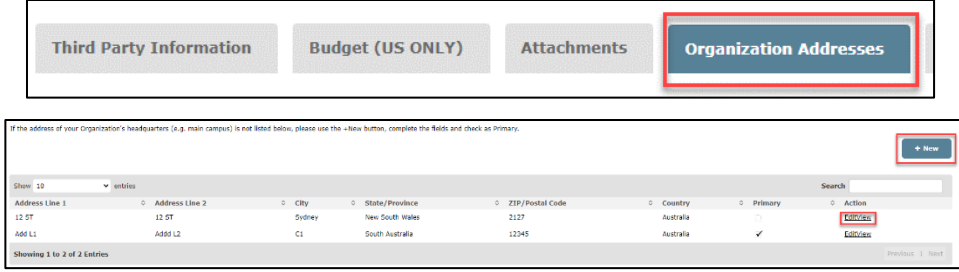
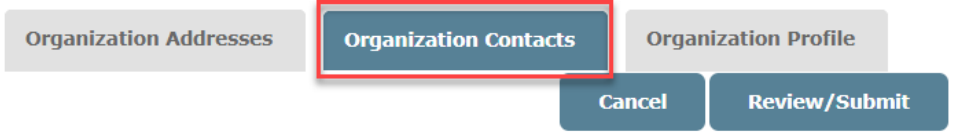
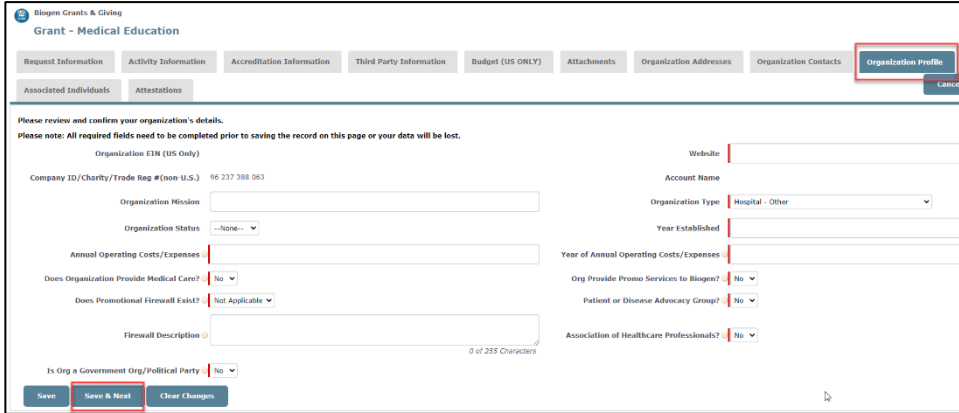
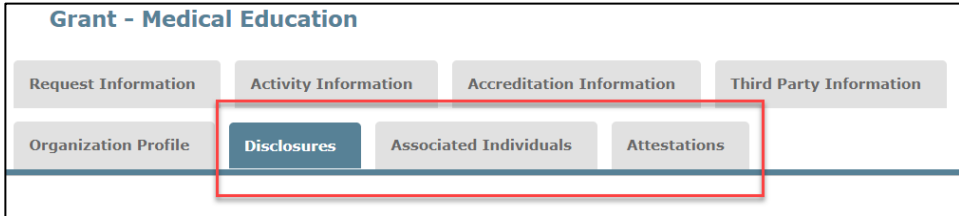

**Patient Education:** Education Proposal

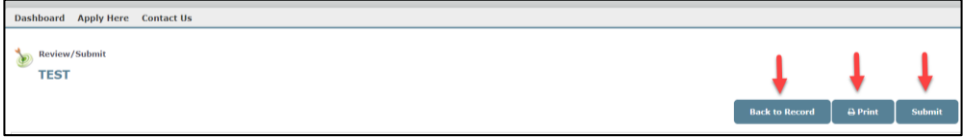
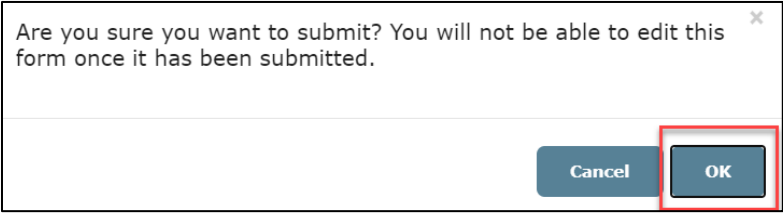
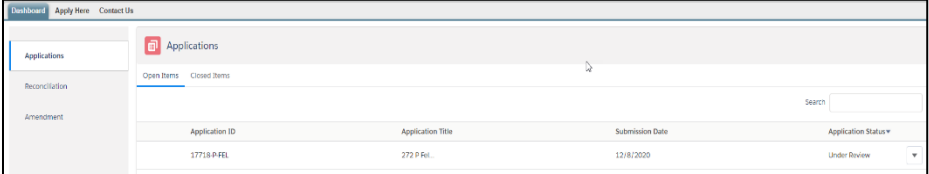
**General Grant:** Full Proposal, Detailed Program/Project Budget

**Fellowships:** Full Proposal, Detailed Program/Project Budget, Program Leader CV/Resume



Save
Save & Next
Clear Changes

<p>29. Ensure the details on the <b>Organization Addresses</b> tab is accurate</p> <p>30. To add a new address, click <b>'New'</b></p> <p>31. To edit the existing address, click <b>'Edit/View'</b></p>	
<p>32. Complete the <b>Organization Contacts</b> tab and then click <b>'Save'</b> or <b>'Save &amp; Next'</b></p>	
<p>33. Complete the <b>Organization Profile</b> tab and click <b>'Save'</b> or <b>'Save &amp; Next'</b></p> <p><b>Notes:</b> The fields marked in red are mandatory.</p> <p>All required fields need to be completed prior to saving the record on this page or your data will be lost</p>	
<p>34. Complete the <b>Disclosures, Associated Individuals</b> and <b>Attestations</b> tabs, saving your details.</p>	
<p>35. When you complete all information in the application, click <b>'Review/Submit'</b></p>	

<p>36. After selecting <b>'Review/Submit'</b>, you will have the following three options:</p> <p>a. <b>Back to Record</b> – select to return to your application</p> <p>b. <b>Print</b> – select to print your application</p> <p>c. <b>Submit</b> – select to submit your application</p>	
<p>37. After clicking <b>'Submit'</b>, confirm your submission by clicking <b>'OK'</b></p> <p><b>Note:</b> Some applications have open submission periods by region. If the submission window is closed, you will be able to create the application in draft, but will not be able to submit the application until the application period is open.</p>	
<p>38. After submitting your application, you will see your submission on your dashboard as "Under Review". You will also receive a confirmation email indicating the application was successfully submitted.</p> <p>39. You will be notified by the Grants &amp; Giving Office if additional information is required and/or of a funding decision</p>	

**Information**

For additional support, contact Grants Management & Strategic Giving at [grantsandgiving@biogen.com](mailto:grantsandgiving@biogen.com)

Biogen-88868